



**US Army Corps
of Engineers®**

Chief of Engineers

Design and Environmental Awards Program - 2000

Instructions

Headquarters
Directorates of Military Programs and Civil Works
Engineering and Construction Divisions
Washington, DC
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CHIEF OF ENGINEERS
DESIGN AND ENVIRONMENTAL AWARDS PROGRAM - 2000

1. GENERAL.

a. Purpose. These instructions establish the objectives, categories of competition, eligibility requirements, deadlines, submission requirements, jury composition and criteria for judging, and the types of awards in the Chief of Engineers Design and Environmental Awards Program for 2000.

b. Background. The Chief of Engineer's Design and Environmental Awards Program dates back to 1965 when it was first held as the Chief of Engineer's Distinguished Architectural Achievement Awards with ten entries, for which two awards were given. In 1966, the name was changed to the Chief of Engineer's Distinguished Architectural and Engineering Achievement Awards. The program continued to expand to include Landscape Design in 1968, and in 1969 the name was changed to simplify the Chief of Engineer's Distinguished Design Awards. In 1978, a greater emphasis was placed on the environment and the program became the Chief of Engineer's Design and Environmental Awards Program. From 1965 through 1998, 425 awards have been given. A number of these projects also received awards as Department of Defense Design Awards, Federal Design Achievement Awards, and Presidential Design Awards.

c. Applicability. These instructions apply to USACE Major Subordinate Commands (MSC), district commands and centers, laboratories, and Field Operating Activities (FOA) who are making submissions to the program.

d. Objectives. The objectives of the awards program are to recognize and publicize the achievement of design excellence as it relates to the projects and professional works various design professions, and to the natural and built environment.

2. CATEGORIES OF COMPETITION. The program is structured to offer maximum flexibility in the types of projects and professional works which can be submitted. Two major competition categories have been established for the annual program.

a. Military Programs. This category includes MCA, MCAF, MCAR, NAF, Surcharge,

DERA, Superfund, Host Nation, or civilian agency funded projects that fall under the responsibility of the Directorate of Military Programs.

b. Civil Works. This category includes Civil Works, state and local, civilian agency, or foreign funded projects that fall under the responsibility of the Directorate of Civil Works.

3. ELIGIBILITY. Constructed projects and other professional design works executed by a USACE MSC, district or center, laboratory, or FOA are eligible for submission, regardless of the funding source.

a. Constructed Projects. Constructed projects are defined as any design effort that has resulted in a complete and usable facility, structure, or other constructed endeavor. Concept designs or other construction project design submittals are not eligible to compete.

b. Professional Works. Professional design works are defined as efforts that directly demonstrate or stimulate excellence in design but have not necessarily resulted in an actual constructed project. Professional works may include, but are not limited to: comprehensive master plans, standard designs or other USACE-wide design criteria, research products that have been technologically transferred and implemented, installation design guides, urban or rural area revitalization or recreational use plans, historic preservation and restoration plans, or land and water reclamation and conservation plans.

c. All Projects. All projects must have been completed and in use (i.e., constructed, published, implemented, etc.) within four years prior to the date of submission.

d. Resubmission. A project may be resubmitted until it wins an award, or until it exceeds the competition time frame for submittal.

4. DEADLINE FOR RECEIVING SUBMISSIONS. Competition entries must be submitted to Commander, U.S. Army Corps of Engineers, ATTN: CEMP-ET, 20 Massachusetts Ave., N.W., Washington DC 20314-1000, and must be received no later than the close of business on Friday, 28 January 2000.

5. SUBMISSION REQUIREMENTS. Projects must be submitted in either the Military Programs or Civil Works category, based on the type of funding that supported the project. Applicants are encouraged to select submission materials that clearly communicate in narrative and graphic form the significance and scope of their projects. Submissions for constructed projects will differ from those presented for professional works. See Appendix B for Common Problems.

a. Confidential Information Sheet. A Confidential Information Sheet must be submitted with each entry (see format at Appendix A). Applicable information must be provided, and portions of the information sheet that are not applicable should be so marked. Submissions may be returned by HQUSACE if all required information or signatures are not provided.

(1) Accuracy and Completeness. Confidential Information Sheets must be carefully checked for completeness and accuracy in order to ensure that all information is correct and that credit is given to all participants involved with the project. These sheets are used to publicize award winners, develop award certificates and plaques, and to prepare various presentations and exhibitions concerning the awards program. Spelling and factual errors in references to, an individual, design team, organization, contract firm, sponsor, or other professional responsible for the work are embarrassing and costly to correct.

(2) Signatures. Confidential Information Sheets must be signed by the commander of the MSC, district, laboratory, or FOA submitting the project. The signature on this sheet serves as a copyright and materials release, indicating that permission has been granted by the owner, sponsor, photographer, and other appropriate parties, to reproduce and publish photographs and submitted material.

(3) Confidentiality. When complete and accurate, the Confidential Information Sheet should be inserted into a separate transparent sleeve. This sleeve will be removed from the binder, and a number will be assigned to each submission prior to judging.

b. Material Requirements. Carefully prepared submissions that are of high quality and clearly demonstrate the scope and nature of the project are expected. Materials must be organized and presented in a manner to facilitate review and judging. Careful preparation and presentation will enable the juries to understand

and evaluate the projects.

(1) CDROM. Submit a single, adequately protected, CDROM disk in the plastic sleeve with the Confidential Information Sheet. Retain an additional CDROM should the one you send be lost or damaged. The CDROM should contain the following:

(a) Provide a PowerPoint briefing containing a maximum of 20 slides, which describe your project. These slides may include photographic views, graphic data, and narrative. Remember that the juries are interested in photographs of your project. See narrative data, photographic image, and graphic information standards below.

(b) Provide your two page narrative description and one page Table of Contents for the CDROM disk in Microsoft Word (.doc) format documents.

(c) Provide your photographic images in (.tif) format, with resolution of 300 dpi based on the full size.

(d) Provide graphic drawings in the file format in which they were created.

(2) Transparent Sleeves. Provide the Confidential Information Sheet, Table of Contents with CDROM disk, and your two page narrative description of the project in three 210 mm by 280 mm (8-1/2" by 11") transparent sleeves.

(3) Submission Envelope. Provide the above listed materials in a 230 mm by 300 mm (9" by 12") manila envelope with the project name, location, submitting office, and points of contact (including technical and Public affairs contacts, their office symbols, mailing addresses, and telephone numbers).

(4) Impartiality. To ensure impartiality during judging, the identity of the USACE office(s), contract firms, Federal or non-Federal sponsors, or other organizations and individuals responsible for the project, shall be excluded from the CDROM files, except for the Confidential Information Sheet.

c. Narrative Data. Narrative data will vary depending on the type of project. Regardless of the type of project, this data will be limited to two sheets and the Table of Contents for the CDROM disk. This is the written material which should be in

the Microsoft Word file on the CDROM. The following data, as appropriate, should be submitted for projects:

- (1) Name and Funding.** Project name and type of funding.
- (2) Location.** City, county, installation, lake, township, state, country, etc.
- (3) Program and Solution.** Design program (requirements) or initial problem statement and solution. Describe the design problem, the approach to the problem, and the design solution. Describe how the design requirements (program) or initial problem has been met. Discuss any unusual problems, new techniques, or budgetary and time constraints encountered.
- (4) Cost Information.** Programmed amount or cost target and final construction or other costs. Include cost savings and/or avoidance figures where appropriate.
- (5) Innovation.** Describe any innovative or significant design procedures, processes, standards or guidelines under which the project was developed or those that the project created.
- (6) User Satisfaction.** Provide a statement indicating that the user is satisfied with the project as constructed or the professional work as implemented.
- (7) Compatibility.** For constructed projects or other entries as appropriate, discuss the compatibility of the design with the existing environment. Describe relationships to other facilities and the surrounding environment, the appropriateness of construction methods and materials to the physical environment, as well as the geological and geographic environment and climate as appropriate.
- (8) Siting.** For constructed projects or other entries as appropriate, discuss the rationale for the siting and site design, orientation, land use, pedestrian and vehicular circulation and parking, and the landscape design and plant selection. Explain how the facility conforms to an overall design program, installation design guide, and comprehensive master plan.
- (9) Technology and Energy Conservation.** As appropriate, discuss unique

features or energy conservation measures that enhance the architectural and engineering aspects of the design, such as building orientation, solar shading, thermal behavior, heating and cooling systems, lighting efficiency, energy monitoring systems, and the impact of the building layout on energy efficiency.

(10) Environmental Impact. Discuss environmental aspects of the project and how the project considers and/or mitigates environmental impacts upon natural resources.

(11) Accessibility for the Handicapped. As appropriate, describe features that have been included in the project to assure accessibility for physically handicapped persons, indicating how they enhance the project.

(12) Summary. In one sentence, briefly explain why the construction project or other type of professional work is unique or special. A good summary statement normally does not exceed three lines of text. This summary, along with the view labeled as number one, will be the first information presented to the jury and should be carefully developed.

d. Photographic Images. Sufficient views should be submitted to show the salient features of the project and support the narrative data. Dramatic, high quality views are needed to present the project and to sell it to the jurors.

(1) Good photographic composition and picture quality are essential elements for the submission. The photographs should tell the complete story of the project and focus on unique aspects from a variety of angles, lighting and framing conditions. Avoid showing excessive pavement foregrounds in the views and exclude such items as garbage dumpsters, light poles, wires, automobiles, barren landscapes, and dead trees. Framing a constructed facility with appropriate landscaping in the foreground, or taking photographs when parking lots are empty, can enhance a submission.

(2) Outdoor photographs should be taken on sunlit days to reveal colors, textures, and shadows. The time of day and season of the year are also important in creating a complimentary view of a project. A photograph with sunrise or sunset lighting can be very dramatic and is encouraged to enhance the submission.

(3) Constructed projects should be photographed in their entirety and framed

to show their relationship to the surrounding environment.

(4) Include people, as appropriate, to provide human scale and to show a built facility in use.

(5) A minimum of six color views are required for all entries. For constructed facilities or building designs, a minimum of four exterior views, showing all elevations, and two interior views are required.

(6) Submittals for major rehabilitation or historic preservation projects, should include exterior and interior views of the pre-design conditions, whenever possible.

(7) Views must be numbered and identified on the CDROM and in the Table of Contents

(8) Views of scanned photographs or working drawings detract from the submission and should not be included.

e. Graphic Data. Graphic data included in the submission will vary depending on the type of project. Care must be taken in selecting graphic data to ensure that the narrative data is supported, and that minimum submission requirements are met. The following graphic data, as appropriate, should be submitted:

(1) **Drawings.** Drawings are to be of presentation quality suitable for exhibition, such as rendered drawings. Drawings must have a graphic scales. Only drawings appropriate for explaining the project should be submitted. Detail drawings and working drawings should be excluded.

(a) For constructed projects, drawings should be similar to a concept stage presentation and include a site plan(s) portraying the actual site as developed and showing the project and its immediate environs, a floor plan(s) identifying major areas, and one or more sections sufficient to explain the solution. Projects which include interior design should show furniture layout plans.

(b) For professional design works, such as standard designs, installation design guides, or comprehensive master plans, drawings should include, as appropriate, site plans showing an ideal site, floor plans identifying major areas, one

or more sections sufficient to explain the design, typical elevations, renderings, furniture layout plans, a long-range facility plan and/or other component(s) of a comprehensive plan, such as a transportation or land-use plan, or a historic preservation and restoration plan.

8. JUDGING.

a. Jury Composition. Submissions are judged by two interdisciplinary juries of six design professionals each, one jury for the Military Programs category and one for the Civil Works category. Juries are encouraged to act as a design team, with the individual jurors representing areas such as architecture, engineering, landscape architecture, interior design, urban design, environmental design, and planning. The actual disciplines of the jury members may vary based on program requirements.

b. Criteria for Judging. The juries judge the submissions based on the following criteria:

(1) Purpose. The project must make a contribution that improves the users' ability to fulfill their mission, i.e., the operational and functional quality of the constructed facility or the impact of the professional work on mission effectiveness.

(2) Leadership. The project should demonstrate or stimulate exemplary design practices, criteria and standards of development or application, and serve as a model for future design activities.

(3) Cost. The project should be cost-efficient on a life-cycle basis and should demonstrate or stimulate careful design and planning that does not sacrifice performance or quality.

(4) Aesthetics. The project must demonstrate or stimulate aesthetic sensibility in terms of image, form, color, texture, and context, both in and of itself, as well as in relation to the existing environment.

(5) Performance. The project must demonstrate a high level of professional, technical, and functional proficiency in all aspects of performance.

(6) Partnering. The project should demonstrate a high degree of

interdisciplinary partnering among the design professionals, the customer, project management, and construction.

9. TYPES OF AWARDS.

a. Chief of Engineers Award of Excellence. A limit of one Chief of Engineers Award of Excellence may be given for a project in the Military Programs category, and one for a project in the Civil Works category. This award can only be given by unanimous decision of the jury for a project that truly exhibits excellence in all major professional design disciplines.

b. Honor Award. Honor awards will be given in both the Military Programs and Civil Works categories to projects which demonstrate or stimulate excellence in multiple design disciplines. The actual number of honor awards will be determined by the jury. An honor award can only be given to a project based on a majority decision of the jury and when there is no dissenting vote.

c. Merit Award. Merit awards will be given for projects in both the Military Programs and Civil Works categories. Merit awards may either be related to individual disciplines (i.e., a Merit Award in architecture, landscape architecture, engineering, environmental design, planning, interior design, energy conservation, research and development, etc.) or to multiple disciplines, at the discretion of the jury. The actual number of merit awards will be determined by the jury. A merit award can be given to a project based on the recommendation of a single juror if there are no dissenting votes from the other jury members.

d. Design Team of the Year. USACE encourages the professional development of its in-house design talent. The submissions in this program, including the confidential data sheet, are also used to select the winner or winners of the Design Team of the Year Award. The award, Design Team of the Year, may be awarded each time this program is judged. It is awarded to the design team of the in-house designed project which achieves the highest level award in the Chief of Engineers Design and Environmental Awards Program. In the event that more than one in-house designed project receives the same level award, multiple awards will be given.

10. PROGRAM ACTIVITIES.

a. Announcement of Winners. The date of judging is approximately one month

after the submission date. Winning projects will be announced in March 2000, shortly after each jury has made their final selections. Various media forms will be used to publicize the winners including the *Engineer Update* (April or May 2000) and the Chief of Engineers Design and Environmental Awards Program brochure. News releases are also prepared by CEPA for the professional magazines.

b. Award Plaques. Appropriate organizations involved with the winning projects may receive award plaques. This includes the design district, user, sponsors, and design firms. Plaques are typically shipped to the Design Agency Point of Contact approximately 120 days after judging. Plaques should be presented at an event(s) at the discretion of the MSC, district, laboratory, or FOA, commander. HQUSACE may also elect to present specific awards at a USACE-wide awards ceremony.

c. Return of Materials. Submission materials will be retained by HQUSACE for publicity purposes. Commands are encouraged to enter their submissions in other design awards programs such as the Air Force Design Awards Program, Presidential Design Awards Program, and professional organizations' design competitions.

CHIEF OF ENGINEERS DESIGN AND ENVIRONMENTAL AWARDS PROGRAM - 2000

CONFIDENTIAL INFORMATION SHEET

CATEGORY: (Military Programs or Civil Works)

- 1. PROJECT.** Name of project (facility type constructed or type of other professional design work, such as a standard design, comprehensive master plan, installation design guide, etc.), and location (city, county, installation, lake, township, state, country, etc.).
- 2. PRINCIPAL DESIGN FIRM(S).** Name(s) and address(es) of firm(s) or organization(s) to whom the project should be credited. If joint ventures or other special arrangements were formed, so state. Provide the name(s) and phone number(s) of the Principal(s) in charge of the work. For in-house designed projects indicate the design team leader (with telephone number). List the names, professional status, and discipline of the design team members. This information is used to select the award or awards, Design Team of the Year.
- 3. DESIGN AGENCY(S).** The USACE MSC, district or technical center, laboratory, or FOA name(s) and address(es), including the point(s) of contact name, office symbol, and commercial phone number.
- 4. OWNER.** Name of organization or military department, including full address, point of contact, and commercial phone number.
- 5. SPONSOR.** Name of organization or agency, including full address, point of contact, and commercial phone number (for military facilities, this will normally be the same as the owner, i.e., the military department).
- 6. RELEASE OF INFORMATION.** I, (Commander's name), do hereby certify that permission has been obtained from the owner, sponsor, and photographer, to publish photographs and information concerning (project name and location) and hereby authorize the U.S. Army Corps of Engineers and the Department of Defense to use all submission materials.

Submitted by: (Commander's signature and date)
Typed Name
Title

CHIEF OF ENGINEERS DESIGN AND ENVIRONMENTAL AWARDS PROGRAM

COMMON PROBLEMS

1. The one sentence summary was not provided with the narrative information, or the summary was much too long. The summary statement is very important for the project's initial presentation to the juries.
2. The view labeled as number one was inappropriate for the project's initial presentation to the jury, i.e., another slide would, and could, have made a better first impression on the jury members. The slide labeled as number one should be carefully selected to visually show what the one sentence summary is trying to express.
3. An obsolete form was used in lieu of the format for the Confidential Information Form at Appendix A. Previous instructions concerning the program are obsolete and should not be used.
4. Too many views were provided. Graphic data (which includes drawings and views) is limited to twenty (20).
5. The submission included photos and/or graphics of working drawings reduced to 200 mm by 250 mm were unreadable and detracted from the submission.
6. Project titles throughout the submission were inconsistent, or the title was incorrect or deceiving, such as indicating an overall facility in lieu of specifying an interior design only.
9. The quality of the photography was lacking in a number of submissions. Dramatic, quality pictures are the number one key to a successful project submission.